

SECRETARY TO THE CHIEF OF POLICE

(Competitive Class)

NATURE OF WORK

This is advanced and highly responsible stenographic and clerical work in the office of the chief of police.

Work involves taking shorthand dictation and transcribing notes, but principle emphasis is upon relieving the chief of police of a wide variety of administrative details and for performing clerical work which involves the making of frequent decisions in accordance with departmental policies and practices and the exercise of mature, independent judgment. The employee of this class may relay instructions to personnel and make policy interpretations within prescribed limitations. Work involves planning and carrying out work assignments with considerable independence within the laws, rules, and regulations of the department. New assignments usually consist of statements of desired objectives. A superior usually signs important correspondence, but regular work normally is reviewed only for achievement of desired results.

ILLUSTRATIVE EXAMPLES OF WORK

(Any one position of this class may not include all duties listed, nor do listed examples include all duties which may be found in positions of this class.)

Takes and transcribes general and special dictation; composes difficult non-routine letters; proofreads and sends out correspondence; routes incoming mail and correspondence not requiring a superior's attention.

Prepares board or commission meeting agendas, attends meetings, keeps records and makes notes, prepares draft of minutes for administrative review; occasionally takes and transcribes verbatim minutes of meetings.

Interviews callers and screens telephone calls; makes and cancels appointments for superior; receives complaints and requests for information; answers or routes them for necessary action, and composes and types replies after gathering informative material.

Gathers source material for the preparation of reports, articles, speeches, and other matters; assists superior in editing and writing copy; reads and summarizes reports to facilitate review by superior.

Completes forms and reports; maintains necessary records and files; developing system modifications as necessary; computes, tabulates, compares, records, indexes, and performs other routine clerical tasks as an adjunct to other duties.

Supervises assistants engaged in more routine aspects of the assigned work; coordinates clerical work of assigned office with other offices and procedures.

Performs related work as required.

REQUIRED TRAINING AND EXPERIENCE

Graduation from a standard high school or possession of a valid certificate of equivalency issued by a state department of education including or supplemented by courses in shorthand and typing; and five years of progressively responsible experience in varied stenographic, typing, and clerical work.

NECESSARY SPECIAL REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States.

Ability to meet such specific physical requirements as may be established by the board and successfully pass any qualifying examination, either oral or written, that the board may approve.

Applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate.

Must possess a valid driver's license.

Must not be less than twenty-one (21) years of age.

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